



*The Niagara Catholic District School Board through  
the charisms of faith, social justice, support and leadership,  
nurtures an enriching Catholic learning community for all  
to reach their full potential and become living witnesses of Christ.*

*AGENDA AND MATERIAL*

## **POLICY COMMITTEE MEETING**

**TUESDAY, APRIL 22, 2014  
4:30 P.M.**

*HOLY CROSS COMMUNITY ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



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- |   |     |
|---|-----|
| 1. Opening Prayer – Vice-Chair Burkholder                     | -   |
| 2. Attendance   | -   |
| 3. Approval of Agenda   | -   |
| 4. Declaration of Conflict of Interest                        | -   |
| 5. Minutes of Policy Committee Meeting of March 18, 2014      | 5   |
| 6. Policies   |     |
| <i><u>Action Required</u></i>                                 |     |
| POLICIES – FOR RECOMMENDATION TO MAY COMMITTEE OF THE WHOLE   |     |
| 6.1 Advocacy Expenditures Policy (100.9)                      | 6.1 |
| 6.2 Anaphylaxis Policy (302.1)                                | 6.2 |
| 6.3 Electronic Meetings (Board and Committees) Policy (100.8) | 6.3 |
| 6.4 Student Transportation Policy (500.2)                     | 6.4 |
| POLICIES – PRIOR TO VETTING                                   |     |
| 6.5 Reimbursement of Travel Expenses Policy (201.4)           | 6.5 |
| <i><u>Information</u></i>                                     |     |
| 6.6 Policies Currently Being Vetted (to May 8 <sup>th</sup> ) |     |
| Criminal Background Check – Safe Schools (302.6.7)            | -   |
| Use of Corporate Logo Policy (New)                            | -   |
| 6.7 Sexual Misconduct Policy (201.13)                         | -   |
| 6.8 Policy and Guideline Review 2013-2014 Schedule            | 6.8 |
| 7. Date of Next Meeting                                       |     |
| May 27, 2014  |     |
| 8. Adjournment  | -   |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 22, 2014**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING  
MARCH 18, 2014**

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**RECOMMENDATION**

**THAT** the Policy Committee approve the Minutes of the Policy Committee Meeting of March 18, 2014, as presented.



## MINUTES OF THE POLICY COMMITTEE MEETING

### TUESDAY, MARCH 18, 2014

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Minutes of the Policy Committee Meeting held on Tuesday, March 18, 2014 at 4:54 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

1. **Opening Prayer**

The meeting was opened with a prayer by Chair Burtnik

2. **Attendance**

Committee Members	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Dino Sicoli (Committee Chair)	✓		

**Student Trustees:**

*Vincent Atallah*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Scott Whitwell*, Controller of Facilities Services

*Jennifer Brailey*, Manager of Corporate Services & Communications Department

*Kristine Murphy*, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

3. **Approval of Agenda**

Moved by Vice-Chair Burkholder

**THAT** the March 18, 2014, Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

Vice-Chair Burkholder disclosed an indirect pecuniary interest in Item 6.1 Architect Selection Policy (701.1) of the March 18, 2014 Policy Committee Meeting. She refrained from taking part in discussion and of voting on this item.

**5. Minutes of the Policy Committee Meeting of February 25, 2014**

Moved by Vice-Chair Burkholder

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of February 25, 2014, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO ARPIL COMMITTEE OF THE WHOLE MEETING**

**6.1 Architect Selection Policy (701.1)**

Scott Whitwell, Controller of Facilities Services, presented the amendments to the Architect Selection Policy (701.1) following vetting and request by the Policy Committee at the Meeting on February 25, 2014 to review and amend Items 4 and 5 of the Administrative Guidelines.

Following discussion, the Policy Committee recommended the following additional amendments:

**POLICY STATEMENT**

- No Amendment

**ADMINISTRATIVE GUIDELINES**

Paragraph 2 (two) last line to read; The Board shall be informed as soon as possible of the final architect selection

To move paragraph 4 to bottom above RELATED DOCUMENTS and to be changed as follows; Approval for architectural and/or consulting services for **all major** capital projects shall be in compliance with the Purchasing/Supply Chain Management Policy.

Moved by Chair Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval the revisions to the Architect Selection Policy (701.1), as amended.

**APPROVED**

**POLICIES - PRIOR TO VETTING**

**6.2 Bullying Prevention & Intervention – Safe Schools Policy (302.6.8)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8).

Following discussion, the Policy Committee recommended the following additional amendments:

#### **POLICY STATEMENT**

1st paragraph following 1<sup>st</sup> sentence add the following gospel quote; *Blessed are the peacemakers; for, they shall be called the children of God. Matthew 5:9*

6<sup>th</sup> paragraph first sentence to read; The Niagara Catholic District School Board recognizes that system and whole-school approaches are required to establish a Bullying Prevention and Intervention Plan for the Board and the schools of the Board and will be reviewed annually.

Add under References: **Ontario Catholic School Graduate Expectations**

#### **ADMINISTRATIVE GUIDELINES**

1<sup>st</sup> paragraph should read; Staff, students and parents/guardians and the wider community play key roles in creating a positive and safe school climate learning environment.

Pg. 2 & 3 – 3<sup>rd</sup> Paragraph - Board Bullying Prevention and Intervention Plan – struck out.

Pg. 3 – 3<sup>rd</sup> paragraph - 3<sup>rd</sup> bullet strike out ~~discourage bullying as un~~

Pg. 4 - 1<sup>st</sup> paragraph –add to last sentence- **but not limited to:**

Pg. 5 – last paragraph strike out ~~The names of all other students that appear on the form— must be removed from the form before it is filed.~~

Pg. 6 - 1<sup>st</sup> paragraph change has to **who**

Pg. 7 - 1<sup>st</sup> & 2<sup>nd</sup> paragraphs - make one paragraph

Appendix C-Adding Catholic identity- create new Board Document

The Policy Committee requested that the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8) be revised and brought back to the next Policy Committee Meeting in May.

### **6.3 Criminal Background Check – Safe Schools Policy (302.6.7)**

Frank Iannantuono, Superintendent of Education presented the Criminal Background Check – Safe Schools Policy (302.6.7).

Following discussion, the Policy Committee recommended the following additional amendments:

#### **POLICY STATEMENT**

Pg. 1 – paragraph 2 strike out ~~an unacceptable level of~~ add **a** before risk

References – strike out ~~Volunteer Driver Policy 302.4 and Volunteering in Catholic Schools Policy 800.9~~

Pg. 5 – 12. Should read –In exceptional circumstances, with the approval of the Superintendent of Human Resources and the Director of Education an individual may begin employment with the Board before an acceptable criminal background check is collected.

The Policy Committee requested that the Criminal Background Check – Safe Schools Policy (302.6.7) be vetted from March 26, 2014 to May 8, 2014 with a recommended deadline for presentation to the Policy Committee in May 27, 2014, for consideration to the Committee of the Whole and Board in June 2014.

#### **6.4 Use of Corporate Logo Policy (NEW)**

John Crocco, Director of Education, presented the Use of Corporate Logo Policy (NEW).

Following discussion, the Policy Committee recommended the following additional amendments:

#### **POLICY STATEMENT**

3<sup>rd</sup> paragraph Last sentence add **Catholic** after Our caring,

#### **ADMINISTRATIVE GUIDELINES**

- No Amendment

The Policy Committee requested that the Use of Corporate Logo Policy (NEW) be vetted from March 26, 2014 to May 8, 2014 with a recommended deadline for presentation to the Policy Committee May 27, 2014, for consideration to the Committee of the Whole and Board in June 2014.

### ***INFORMATION***

#### **6.5 Policies Currently Being Vetted (to April 4th)**

- Advocacy Expenditures Policy (100.9)
- Anaphylaxis Policy (302.1)
- Student Transportation Policy (500.2)
- Sexual Misconduct Policy (201.13)

#### **Policies Currently Being Vetted (to April 10<sup>th</sup>)**

- Electronic Meetings (Board and Committees) Policy (100.8)

#### **6.6 Policy and Guideline Review 2013-2014 Schedule**

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

### **7. Date of Next Meeting**

- Tuesday, April 22, 2014 – 4:30 p.m.

### **8. Adjournment**

The meeting adjourned at 6:45 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 22, 2014**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
ADVOCACY EXPENDITURES POLICY (100.9)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revised Advocacy Expenditures Policy (100.9), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance  
Presented by: Giancarlo Vetrone, Superintendent of Business & Finance  
Recommended by: John Crocco, Director of Education Secretary/Treasurer  
Date: April 22, 2014

	<p><i>ADVOCACY EXPENDITURES POLICY</i></p> <p>STATEMENT OF POLICY</p>	<p>Section: 100 - Board</p> <p>No: 100.9</p> <p>Adopted: March 27, 2007</p> <p>Revised: <del>Nil</del> <u>January 28, 2014</u></p>
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~~In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports believes in the value of open communication with Governments, Ministries and Education Partners, in order to enhance the implementation of the Board's mission.~~

The Board will support appropriate expenditures which deal with advocacy initiatives directed to Governments, provincial organizations and Ministries, and in support of the Board's Mission Statement.

~~When desirable and appropriate the advocacy initiatives will also be implemented through the appropriate provincial organizations (i.e. OCSTA).~~


The Director of Education will issue establish Administrative Guidelines for the implementation of this pPolicy.

References:

- Niagara Catholic – Employee Code of Conduct and Ethics Policy (201.17)
- Trustee Code of Conduct Policy (100.12)

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	<p><i>ADVOCACY EXPENDITURES POLICY</i></p> <p>ADMINISTRATIVE GUIDELINES</p>	<p>Section: 100 - Board</p> <p>No: 100.9</p> <p>Adopted: March 27, 2007</p> <p>Revised: <del>NH</del> <u>January 28, 2014</u></p>
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~~The Director of Education will recommend to the Board the appropriate expenditures relating to the membership fees and other costs levied by trustee associations.~~

1. The Director of Education shall recommend for Board approval the appropriate ~~and desirable~~ expenditures which relate to advocacy and lobbying initiatives involving ~~G~~governments and ~~M~~ministries.
2. Expenditures related to attending events specific to fundraising by political parties or local politicians will not be approved.
3. Report Cards and Annual Reports shall not be used to advocate a particular position or point of view.
4. The engagement of Board staff and students in ~~The use of students as vehicles for Board\_ or school\_ advocaey~~ advocacy initiatives ~~to the public, education partners and Governments, shall be~~ must be consistent with the Board's Mission Statement.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 22, 2014**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
ANAPHYLAXIS POLICY (302.1)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revised Anaphylaxis Policy (302.1), as presented.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Recommended by: John Crocco, Director of Education Secretary/Treasurer  
Date: April 22, 2014

	<b>ANAPHYLAXIS</b>		Section: 300 – Schools/Students
	STATEMENT OF POLICY		No: 302.1
			Adopted: April 28, 1998
			Revised: June 15, 2010

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board all Board employees will support schools in establishing an environment that reduces the risks for all students who suffer severe, life threatening allergic reactions (Anaphylaxis) to certain foods, and/or insect bites and in developing an appropriate intervention plan for those students. This policy is intended to be in full compliance with Sabrina's Law – An Act to Protect Anaphylactic Pupils.

The Director of Education will issue Administrative Guidelines for the implementation of this Policy.


***References:***

Sabrina's Law, 2005, S.O. 2005, c.7

Anaphylaxis in Schools & Other Settings, 2<sup>nd</sup> 3<sup>rd</sup> Edition, Canadian Society of Allergy and Clinical Immunology

[www.anaphylaxis.ca](http://www.anaphylaxis.ca)

[www.aaia.ca](http://www.aaia.ca)

	<b>ANAPHYLAXIS</b>  <b>ADMINISTRATIVE GUIDELINES</b>	Section:	300 – Schools/Students
		No:	302.1
		Adopted:	April 28, 1998
		Revised:	June 15, 2010

## DEFINITION

Anaphylaxis is a **severe life threatening form of allergic reaction**. An allergen is a substance capable of causing an allergic reaction. Possible allergic symptoms are many and may rapidly lead to severe permanent injury, coma and/or death. There is no clinical method to predict the severity or progression of a reaction.

**Certain** ~~F~~foods, such as ~~peanuts, tree nuts (e.g. almond, cashew, hazelnut, pistachio), other nuts, fish, shellfish, eggs, milk, sesame, soy and wheat, insect stings (e.g. yellow jackets, hornets, wasps, honey bees)~~, latex products and medications are the most common allergens that produce anaphylaxis.

Anaphylaxis requires **immediate** first aid response and **immediate** medical intervention.

The terms student and pupil are interchangeable in these administrative guidelines.

## ANAPHYLACTIC REACTION – POSSIBLE SIGNS AND SYMPTOMS

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rarer cases, the time frame can vary up to several hours after exposure. The ways these symptoms occur can vary from person to person and even from episode to episode in the same person.

An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

**Skin system:** hives, swelling, itching, warmth, redness, rash

**Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing, swelling of tongue

**Gastrointestinal system (stomach):** nausea, pain/cramps, vomiting, diarrhea

**Cardiovascular system (heart):** pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock

**Other:** anxiety, feeling of “impending doom”, headache, weakness, uterine cramps, metallic taste

Because reactions are unpredictable, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past. It is important to note that anaphylaxis can occur without hives. If an allergic person expresses any concern that a reaction might be starting, the person should always be taken seriously.

## PURPOSE

The procedures outlined will establish an appropriate response when a parent/guardian or adult student indicates to the Principal, in writing, that the student is at risk for anaphylaxis and that the student will require assistance at the first sign of any allergic reaction. **When in doubt,**

administer appropriate medication unless otherwise specified in writing by the student's allergist or physician.

## PROCEDURES

1. The parent/guardian or adult student must inform the Principal, in writing, that his/her child or he/she is at risk for anaphylaxis, and must outline the possible symptoms and requested intervention by school staff on the **Anaphylaxis Emergency Plan form (Appendix C)**.
2. The parent/guardian or adult student shall familiarize him/herself with Board Policy and School Anaphylaxis Administrative Guidelines (Board Policy No. 302.1).
3. The parent/guardian or adult student shall provide the required medication to the school with instructions for intervention on a completed copy of the Anaphylaxis Emergency Plan form (Appendix C).
4. The Emergency Plan will include:
  - A completed copy of the Anaphylaxis Emergency Plan form (Appendix C).
5. A copy of the current Anaphylaxis Emergency Plan form (Appendix C) must be filed in the student's OSR and copies must be located in the areas designated by the Principal. The form must be readily available in the event of emergency.
6. The Principal shall establish and maintain a School Anaphylaxis Management Plan. The plan shall include the development and maintenance of strategies that reduce the risk of exposure to anaphylactic agents in all areas of the school (Appendix A).
7. In a school, where a student has been identified as at risk for anaphylaxis, the Principal shall enlist the support and co-operation of all staff, students and parents/guardians so as to reduce the potential risk to the student.
8. Elementary Principals shall send a letter to the parents/guardians of the other students in the classroom of the at risk student informing them of the situation and requesting that the specific allergens not be sent to school (Appendices E,F: Sample Letter to Parents/Guardians).
9. Elementary and Secondary Principals shall also send communication home to all members of the school community (School Newsletter – Appendix G) indicating the presence of a student(s) with a life threatening allergic condition outlining the need to take appropriate action by requesting parents/guardians and students to cooperate by refraining from sending specific foods to school. In addition, elementary and secondary principals shall inform the school community about the Anaphylaxis Policy and Administrative Guidelines in the Student Handbook (Appendix B).
10. Prior to or on the 1st day of school each year, it is the responsibility of the parent/guardian or student (at the age of majority) to initiate the process again and present the school with updated information and appropriate and up-to-date medication (check expiry date).
11. At the end of the school year the parent/guardian will be contacted to pick up the unused medication. If the parent/guardian does not comply, the Principal/Designate will take the medication to a local pharmacy.

## **STAFF DEVELOPMENT AND SCHOOL STAFF TRAINING**

All teaching, support staff and others at the school must familiarize themselves with students/staff members who are at risk for anaphylaxis. They will receive training in recognizing and responding to the signs and symptoms to anaphylactic reaction on an annual basis.

A Niagara Region Public Health Department Nurse from the School Health Program shall be contacted to provide training to all staff on giving the epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject®~~ Allerject™) at the beginning of each school year or as soon as an at-risk individual(s) has been identified at the school.

Should staff change at any time throughout the year, it is the responsibility of the Principal to inform and provide training for new staff member(s) and occasional teachers.

## **GENERAL ANAPHYLAXIS EMERGENCY GUIDELINES:**

### **INDIVIDUALS KNOWN TO BE AT RISK FOR ANAPHYLAXIS**

When a person is known to be at risk of anaphylaxis displays initial symptoms, then it must be presumed that the person is in need of the assistance outlined in the Anaphylaxis Emergency Plan form (Appendix C). IMMEDIATE intervention is essential, unless otherwise specified by the student's allergist/physician. No ill side effects will result from the administration of emergency medication if he/she is not experiencing an anaphylactic reaction. Unless otherwise specified in writing, the following steps are to be followed when a student is experiencing a known or suspected anaphylactic reaction:

GIVE EPINEPHRINE AUTO-INJECTOR (e.g. EpiPen® or ~~first dose of Twinject®~~ Allerject™) immediately (Appendix H). Note the time the epinephrine auto-injector was administered.

CALL 911 (AMBULANCE) and inform the dispatcher that an individual is having a life threatening allergic reaction (anaphylactic reaction).

NOTIFY PARENT/GUARDIAN.

### **In a Case where an Ambulance Does Not Arrive:**

If the ambulance has not arrived within 5 to 15 minutes and if the reaction continues or worsens, give a second epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject®~~ Allerject™).

Even if symptoms subside entirely, this student must be taken to the hospital by ambulance.

### **INDIVIDUALS NOT KNOWN TO BE AT RISK OF ANAPHYLAXIS**

A student/person not known to be at risk for anaphylaxis may also display symptoms of severe allergic reaction. In such circumstances, school staff should assess the situation and take action as would be appropriate for any other illness/injury/emergency incident, including administration of epinephrine.

## EMERGENCY USE OF EPINEPHRINE AUTO-INJECTOR

**In either case, where individuals are known or not known to be at risk of anaphylaxis, and should ANAPHYLAXIS appear imminent, any available epinephrine auto-injector (e.g. EpiPen® or first dose of Twinject® Allerject™) must be used. Please follow the General Anaphylaxis Emergency Guidelines (Appendix H).**

In this circumstance, the parent/guardian of the student or adult student whose epinephrine auto-injector was used in the above emergency situation must be notified immediately by the Principal/designate. The Principal will make arrangements with the parent/guardian/adult student for a replacement epinephrine auto-injector at the Board's expense.



## APPENDIX A

### DIVISION OF RESPONSIBILITIES

Increased safety for students at risk for anaphylaxis in a school setting depends on the cooperation of the entire school community.

To minimize risk of exposure, and to ensure rapid response to emergency, parents/guardians, students and school personnel must understand and fulfill their responsibilities.

#### RESPONSIBILITIES OF PARENTS/GUARDIANS OF AN ANAPHYLACTIC CHILD

- Be informed of the Niagara Catholic District School Board's Anaphylaxis Administrative Guidelines and School Anaphylaxis Management Plan.
- Complete and authorize Anaphylaxis Emergency Plan form (Appendix C) that has been approved by the student's allergist/physician.
- Review both the Anaphylaxis Emergency Plan form (Appendix C) and the procedures for reducing risk with school personnel annually.
- Provide transportation for their child until emergency procedures are in place for busing.
- Provide a MedicAlert<sup>®</sup> bracelet for their child.
- Inform the school of their child's allergies.
- Provide the school with current medical instructions from their physician for administering auto-injector.
- Provide the school with up-to-date and sufficient number of epinephrine auto-injectors (e.g. EpiPen<sup>®</sup> or first dose of ~~first dose of Twinject<sup>®</sup>~~ Allerject<sup>™</sup>) for the entire school year.
- Provide and maintain up-to-date emergency contact information to the school.
- Provide support to school and teachers, as requested.
- Provide in-service for staff, if requested.
- Assist in school communication plans.
- ~~Supply information for school publications~~
  - ~~recipes~~
  - ~~foods to avoid~~
  - ~~alternate snack suggestions~~
  - ~~resources~~
- Be willing to provide safe foods for special occasions (if appropriate).
- Teach their child:
  - to recognize the signs and symptoms of an anaphylactic reaction;
  - to know where medication is kept and who can get it;
  - to carry his/her own epinephrine auto-injectors (e.g. EpiPen<sup>®</sup> or ~~first dose of Twinject<sup>®</sup>~~ Allerject<sup>™</sup>) in a fanny-pack;
  - to not share snacks, lunches or drinks;
  - to understand the importance of hand-washing, and to wash hands before and after eating;
  - to report bullying/threats/harassment to an adult in authority;
  - to take as much responsibility as possible for his/her own safety.
- Welcome other parent/guardian calls with questions about safe foods.
- Participate in advisory/support groups.



## RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

### With Parent/Guardians and Students:

- Develop an individual **Anaphylaxis Emergency Plan** for each student who has an anaphylactic allergy, in consultation with student's parent(s)/guardian(s).
- Work closely with the parents/guardians of anaphylactic students.
- Develop a School Anaphylaxis Management Plan to implement the Board Policy and Guidelines for reducing risk of anaphylaxis in all areas of the school, reviewed on an annual basis with school staff at the beginning of each school year.
- Ensure completion of all necessary forms by parents/guardians: Appendix C - Anaphylaxis Emergency Plan at registration and to update the information on an annual basis.
- Direct parents/guardians of anaphylactic students to relevant Board and school policies and procedures and provide the opportunity to review them together.
- Inform all students, staff and parents/guardians that students with life-threatening allergies are in attendance and ask for their support.
- Communicate with the Catholic School Council to increase awareness of anaphylaxis and the role of the school in helping to protect students with life-threatening allergies.
- Advise the parents/guardians of other students on the school bus, explaining anaphylaxis and the need for their cooperation.
- Post a board provided "Anaphylaxis Aware" sign at entrances of the school.

### With School Staff:

- Maintain a file for each anaphylactic pupil of current treatment and other information, including a copy of any prescriptions and instructions from the student's physician and a current emergency contact list.
- Inform all students, staff and parents/guardians that students with life-threatening allergies are in attendance and ask for their support.
- Post allergy-alert forms in the staff room, classroom, office and other appropriate rooms.
- Post ~~information about~~ **Anaphylaxis Emergency Plans** at appropriate places in the school (Appendix C).
- Maintain up-to-date emergency contacts and telephone numbers in the school office.
- Ensure that staff and volunteers have received instructions with giving an epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**).
- Practice emergency procedures with all staff.
- In cooperation with the parents/guardians and classroom teacher, may implement a "buddy" system to enhance safety.
- Ensure that occasional teachers and support staff are informed of the presence of an anaphylactic student and procedures.
- Arrange for annual in-services with all staff.
- Store epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**), labeled and in an easily accessible location known to all staff.
- **Ensure that surfaces such as tables, toys, etc. are carefully cleaned of contaminating foods.**

### With Executive Director, Niagara Student Transportation Services:

- Complete and submit the annual memorandum from Transportation Services regarding Anaphylactic Students Using Transportation to the Executive Director, Niagara Student Transportation Services.
- Inform the Executive Director, Niagara Student Transportation Services of any problems reported regarding busing and the safety of anaphylactic students.
- Establish and implement procedures prohibiting eating on the school bus.
- Advise the bus driver of the presence of a student with life-threatening allergies on his/her bus.
- Advise the parents/guardians of other students on the school bus, explaining anaphylaxis and the need for their cooperation.

## Other:

- Establish safety procedures for field trips and extra-curricular activities as it applies to an anaphylactic student. Additional epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**), should be brought on field trips. Communicate with parent/guardian prior to activity.
- Conduct spot checks along with staff to reinforce the student's responsibility to carry epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**) and wear MedicAlert® notification.
- In the event, an elementary student who has a known food allergen in his/her lunch shares a classroom with a student with life-threatening allergies, the Principal must provide an alternate eating location for them to eat separately. Secondary **School** Principals must provide an alternate eating location for students with life-threatening allergies on request.
- Caterers or other businesses that supply food or food services to cafeterias within the jurisdiction of the Niagara Catholic District School Board must, as part of their contractual agreement, ~~refrain from using foods with peanut butter or peanut oil products and nuts~~ **ensure personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation and serving of food and clearly identify the contents of foods served.**
- ~~Principals, staff and parents/guardians who arrange for the supply of food or food services for special events should be advised of the requirement to refrain from using food with peanut butter or peanut oil products.~~ **Principals, parents and food service staff should work closely together to ensure that food being served during lunch and snack programs is appropriate. If there is any uncertainty, food-allergic children should only eat food which parents have approved.**
- ~~When selecting fund raising activities, the principal shall be aware of the potential impact certain foods/ingredients may have upon anaphylactic students and act accordingly. Ingredients should be listed for all donated baked goods.~~
- **Ensure a safe eating environment for children with food allergies which is agreeable to the allergic child and his/her parents/guardians.**

## RESPONSIBILITIES OF THE CLASSROOM TEACHER

- Participate in the review of the Anaphylaxis Emergency Plan (Appendix C) for students in his/her classroom with life-threatening allergies.
- Participate in regular training about anaphylaxis and epinephrine auto-injectors (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**).
- Display a photo-poster in the classroom, with parental approval and regard to the privacy needs of older students.
- Discuss anaphylaxis with the class in age-appropriate terms.
- Advise students not to share lunches, food implements or trade snacks.
- ~~Choose allergy-free foods for classroom events.~~
- Choose alternatives to using food as a reward.
- Establish procedures to encourage the anaphylactic student to eat only what he/she brings from home.
- Reinforce hand-washing **with soap and water** before and after eating for all students.
- Advise students of disposing all food refuse properly.
- Facilitate communication with other parents/guardians.
- In cooperation with the parents/guardians and the pPrincipal, may implement a "buddy" system to enhance safety.
- Follow ~~the school and Board policies~~ **and school procedures** for reducing risks in classrooms and common areas.
- Conduct spot checks to reinforce the student's responsibility to carry epinephrine auto-injectors (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**) and wear MedicAlert® notification.
- Leave ~~information~~ **the Anaphylaxis Emergency Plan(s)** in an organized, prominent and accessible format for occasional teachers, parent/guardian volunteers, or others who may have occasional contact.
- Plan appropriately for field trips. Communicate with parent/guardian prior to activity.
- Ensure that Anaphylaxis Emergency Plan (Appendix C) is considered, and epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**) are taken.

- ~~Adult supervision of young children who are eating is strongly recommended.~~

#### RESPONSIBILITY OF EXECUTIVE DIRECTOR, NIAGARA STUDENT TRANSPORTATION SERVICES

- Ensure that the bus company is familiar with the Board's Policy and Administrative Guidelines on Anaphylaxis (Board Policy No. 302.1).

#### RESPONSIBILITIES OF BUS OPERATORS AND BUS DRIVERS

- Ensure that all bus drivers are familiar with the Board's Policy and Administrative Guidelines on Anaphylaxis (Board Policy No.302.1) and follow bus company policy procedures for anaphylactic students.
- Participate in training offered by the bus company.

#### RESPONSIBILITIES OF PUBLIC HEALTH/SCHOOL NURSE

- Consult with and provide information to parents/guardians, students, and school personnel.
- Participate and/or conduct in-services, including training, in the use of epinephrine auto-injectors (e.g. EpiPen® or ~~first dose of Twinject®~~ **Allerject™**).
- Assist in developing Anaphylaxis Emergency Plan form (Appendix C) when requested.
- Refer known cases of anaphylaxis to the school principal.
- Be available as a school resource.

#### RESPONSIBILITIES OF ANAPHYLACTIC STUDENTS

- Take as much age-appropriate responsibility as possible for avoiding allergens.
- Eat only foods brought from home or approved **by parents/guardians** for consumption.
- Take responsibility for checking labels and monitoring intake (as age appropriate).
- Wash hands frequently **with soap and water** and always before eating.
- Learn to recognize symptoms of an anaphylactic reaction (as age appropriate).
- Promptly inform an adult, as soon as suspected accidental exposure occurs or symptoms appear.
- Carry epinephrine auto-injectors (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**) at all times as soon as age appropriate.
- Wear MedicAlert® identification.
- Know how to use the epinephrine auto-injector (e.g. EpiPen® or ~~Twinject®~~ **Allerject™**) (as age appropriate).

#### RESPONSIBILITY OF SCHOOL COMMUNITY

- Respond co-operatively to requests from the school to ~~eliminate~~ **reduce** allergens from packed lunches, snacks and special occasions etc.
- Participate in parent/guardian information sessions.
- Encourage students to respect an anaphylactic student and school policies.
- ~~Inform the teacher prior to distribution of food products to any students in the school.~~

#### RESPONSIBILITIES OF ALL STUDENTS (AS AGE APPROPRIATE)

- Learn to recognize symptoms of anaphylactic reaction.
- ~~Avoid~~ **Do not sharing share** food, especially with anaphylactic students.
- Follow school rules about ~~keeping~~ **reducing** allergens ~~out of~~ **in** the classroom ~~and washing hands.~~
- Refrain from bullying/teasing/harassing a student with a food allergy.
- Wash hands **with soap and water** before and after eating.
- Dispose all food refuse properly.
- Respect the rights and needs of others.



## APPENDIX B

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### GENERAL INFORMATION

#### DEFINITION

##### **Anaphylaxis**

~~Anaphylaxis is a severe life-threatening form of allergic reaction. An allergen is a substance capable of causing an allergic reaction. Possible allergic symptoms are many (see below) and may rapidly lead to severe permanent injury, coma and/or death. There is no clinical method to predict the severity or progression of a reaction.~~

Anaphylaxis (pronounced *anna-fill-axis*) is a serious allergic reaction that is rapid in onset and may cause death. An allergen is a substance capable of causing an allergic reaction. Upon first exposure, the immune system treats the allergen as something to be rejected and not tolerated. This process is called *sensitization*. Re-exposure to the same allergen in the now-sensitized individual may result in an allergic reaction, which in its most severe form, is called *anaphylaxis*.

Foods such as peanuts, tree nuts (e.g. almond, cashew, hazelnut, pistachio), fish, shellfish, eggs, milk, sesame, soy and wheat as well as insect stings (e.g. yellow jackets, hornets, wasps, honey bees), latex products and medications, are the most common allergens that produce anaphylaxis. Anaphylaxis requires immediate first aid response and immediate medical intervention.

Although many substances have the potential to cause anaphylaxis, the most common triggers are foods and insect sting (e.g. yellow jackets, hornets, wasps, honey bees). In Canada, the most common food allergens that cause anaphylaxis are: peanut, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts), milk, egg, seafood (fish, shellfish, crustaceans), soy, wheat, mustard and sulphites (a food additive). Health Canada requires these 'priority allergens' to always be identified on food labels by their common names.

#### IDENTIFICATION

In many cases, the medical diagnosis of anaphylactic allergies is made at a pre-school age, on early exposure to the allergen. The severity of a reaction cannot be predicted. ~~People seldom "grow-out" of the condition as they age and there is no cure.~~ Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rarer cases, the time frame can vary up to several hours after exposure. The ways these symptoms occur can vary from person to person and even from episode to episode in the same person.

Symptoms of anaphylaxis generally include two or more of these four body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However, low blood pressure alone (i.e. cardiovascular system), in the absence of other symptoms, can also represent anaphylaxis.

#### INITIAL SCHOOL INVOLVEMENT

Typically, the young child has previously had an unusual reaction to the allergen before entering the school system. The allergic reaction prompts the parent/guardian to seek medical treatment and subsequently a diagnosis of high risk for anaphylaxis is made. When the child reaches school age, the child's parents/guardians notify the school of the condition and outline the expected response. While it is unlikely that the parent/guardian of a young child will fail to fully inform the school of the child's high risk of anaphylaxis, school intake procedures should seek to identify those students at risk for anaphylaxis.

## QUANTITY OF ALLERGEN AVOIDANCE STRATEGIES

~~The exact amount of allergen necessary to produce anaphylaxis varies from individual to individual and may vary from episode to episode. Even minute quantities of the allergen are sufficient to produce a life-threatening reaction in many victims. The only way to stay safe is absolute avoidance of the allergen, in any amount. Research demonstrates that accidental ingestion of very small quantities of the allergen, via cross-contamination, is a typical cause of anaphylactic reactions and that the allergic person believes the food to be allergen-free.~~

Avoidance is the cornerstone of preventing an allergic reaction. Much can be done to reduce the risk when avoidance strategies are developed. General recommendations for food and insect stings are provided in *Anaphylaxis in Schools & Other Settings*, 3<sup>rd</sup> Edition.

For food-allergic individuals, the key to remaining safe is avoidance of the food allergen. It must be stressed that very small or minute amounts of certain foods can cause severe reactions when ingested. This may happen if a person at risk touches an allergenic substance and then subsequently touches the mouth. Even a very small amount 'hidden' in a food or a trace amount of an allergen transferred to a serving utensil has the potential to cause a severe allergic reaction.

While it is difficult to completely eliminate all allergenic ingredients due to hidden or accidentally introduced sources, it is possible and extremely important to reduce the risk of exposure to them. Effective ingredient label reading, special precautions for food preparation, proper hand washing and cleaning go a long way toward reducing the risk of an accidental exposure.

Examples of cross contamination:

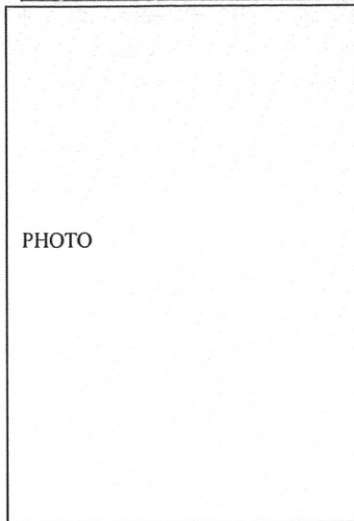
A spoon is used to stir chocolate syrup into milk. The same spoon is accidentally used to stir chocolate syrup into soy beverage. The milk-allergic person reacts upon taking a sip of the chocolate soy beverage.

~~After eating peanut butter at home, Student A goes to school. At school, Student A works at a keyboard and transfers trace quantities of the allergen from his/her hand to the keyboard. Student B subsequently works at the same keyboard and picks up traces of the allergen on his/her hands. Upon wiping his/her eyes, Student B experiences a reaction. This example illustrates the porous nature of peanut butter and the importance of hand washing for both students.~~ **Students sharing food with an allergic child.**

## Appendix C

Anaphylaxis Emergency Plan: \_\_\_\_\_ (Name)

This person has a potentially life-threatening allergy (anaphylaxis) to:



(Check the appropriate boxes)

- Peanut Food(s): \_\_\_\_\_
- Insect stings
- Other: \_\_\_\_\_
- Tree nuts \_\_\_\_\_
- Egg \_\_\_\_\_  Latex \_\_\_\_\_
- Milk \_\_\_\_\_  Medication \_\_\_\_\_

Food: The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked/ bulk foods or products with a "may contain" warning.

Epinephrine Auto-Injector: Expiry date: \_\_\_\_\_ / \_\_\_\_\_

- Dosage:  EpiPen® Jr 0.15 mg  EpiPen® 0.30 mg
- Twinject® 0.15 mg  Twinject® 0.30 mg
- EpiPen®  0.15 mg  0.30 mg
- Allerject™  0.15 mg  0.30 mg

Location of Auto-Injector(s): \_\_\_\_\_

- Previous anaphylactic reaction: Person is at greater risk.
- Asthmatic: Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

A person having an anaphylactic reaction might have ANY of these signs and symptoms:

- Skin system: hives, swelling, itching, warmth, redness, rash
  - Respiratory system (breathing): coughing, sneezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
  - Gastrointestinal system (stomach): nausea, pain/cramps, vomiting, diarrhea
  - Cardiovascular system (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
  - Other: anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste
- Early recognition of symptoms and immediate treatment could save a person's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can get worse very quickly.

1. Give epinephrine auto-injector (e.g. EpiPen® or Twinject® Allerject™) at the first sign of a known or suspected anaphylactic reaction. (See attached instruction sheet.) Note the time the epinephrine auto-injector was administered.
2. Call 9-1-1 or local emergency medical services, Tell them someone is having a life-threatening allergic reaction.
3. Give a second dose of epinephrine in 5 to 15 minutes IF the reaction continues or worsens.
4. Go to the nearest hospital immediately (ideally by ambulance), even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally about 4 hours).
5. Call emergency contact person (e.g. parent, guardian).

### Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient's physician.

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act, c. 129, s. 60 and will be used for the purposes of the Emergency Allergic Reaction Form and Obtaining Consent for Intervention during an Emergency Allergic Reaction. Questions about this collection should be directed to the Superintendent of Education — Student Achievement, K-12 at the Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 Telephone 905-735-0240.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, I give consent for the pertinent medical information concerning my child to be released as required. I have read and reviewed Appendix A: Division of Responsibilities regarding Anaphylaxis, Policy No. 302.1.

\_\_\_\_\_  
Patient/Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

## APPENDIX E

## SAMPLE LETTER [A] TO PARENTS/GUARDIANS

[To inform school community about Anaphylaxis]

(Elementary)

Dear Parents/Guardians,

~~We have some students in \_\_\_\_\_ class [teacher's name and grade] with Anaphylaxis; a potentially life-threatening condition caused by an allergic reaction to certain foods, insect stings, medications, products, etc. It can lead to loss of life in as little time as five minutes if not responded to immediately. If a student has an allergic reaction he/she must be given an epinephrine auto-injector (e.g. EpiPen® or first dose of Twinject®) immediately and rushed to hospital.~~

~~Some students have a life-threatening food allergy to peanut products that is triggered through taste and touch. A reaction arises from the allergen entering the student's body. Traces of peanut butter or oil can get on the bus seats or playground equipment, desks and personal belongings. These trace amounts can cause a life-threatening reaction.~~

~~What can parents/guardians do to help?~~

~~We wish to keep these students alive and healthy and need your assistance to help prevent accidental exposure. Please do not send any peanut butter/nuts/peanut oil snacks or products that list peanuts/nuts/peanut oil in the list of ingredients because they crumble and/or particles stick to the furniture. Parents/guardians are asked to read labels carefully for products that may contain nut products.~~

Within our school community, there are several students who have a potentially life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio).

We feel the best way to reduce the risk of accidental exposure to these students is to respectfully ask for the co-operation of the parents/guardians within this school community to avoid sending peanut butter or products with peanuts listed in the ingredients.

There is a wide range of nutritious snacks: fruits, vegetables, and cheese as well as nut-free snack products available. In addition to the obvious peanut butter sandwiches and cookies, please avoid any snacks with peanut/nut/peanut oil products in them. Please check all ingredients **foods available to pack for your child. Visit [www.eatrightontario.ca](http://www.eatrightontario.ca) for suggestions.**

**For more information is available on anaphylaxis, visit [www.anaphylaxis.ca](http://www.anaphylaxis.ca) or [www.aaia.ca](http://www.aaia.ca)**

What is the school doing to help?

We are talking to the students about Anaphylaxis and showing age appropriate videos. Young students view the video, "The Elephant Who Couldn't Eat Peanuts." We are working hard at preventing accidental exposure. It is also important that we have common routines throughout the entire school.

Since there is team teaching and many shared areas (washrooms, fountains, gym, library, computers, etc.) students are at risk of coming in contact with allergens. The teachers will explain the importance of the following health and safety routines to the students in their classrooms:

1. Wash your hands with soap and water before and after eating.
2. Do not bring food that contains peanuts/tree nuts or nut products or other allergens.
3. Do not accept food from other students especially if you have food allergies.
4. Snacks are not permitted outside in the schoolyard.
5. Dispose of all food refuse properly.

Preventative safety measures for Anaphylaxis are now commonplace in our schools. Our Board has a policy in place to help ensure the safety of our students. ~~Since we are endeavoring to have an "allergen safe" classroom, if a student in the class forgets and brings a peanut butter product to school, the student will be permitted to eat his/her lunch in a safe area. While we understand that it is difficult to ensure a completely peanut free school, we hope that with your support this action will not be necessary.~~

We would ask you to talk to your children about these preventative safety measures, which are going into effect immediately. Please sign the tear off form below to ensure you have received this information and return it to the classroom teacher tomorrow. Your questions and suggestions are most welcome. Your co-operation in this matter is greatly appreciated.

Yours in Catholic Education,

Principal

### ANAPHYLAXIS SAFETY NOTICE

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

I have read the safety recommended notice and am aware of the Board's Anaphylaxis policy and precautions for the safety of students with Anaphylaxis.

Parent/Guardian's Signature: \_\_\_\_\_

Comments below:



## APPENDIX F

### SAMPLE LETTER [B] TO PARENTS/GUARDIANS

[To inform school community about Anaphylaxis]

(Elementary)

Dear Parents/Guardians,

I hope you will consider this letter very carefully and join the staff in taking care to ensure the safety of all the students in the school.

A number of our students have a condition called Anaphylaxis, which is a severe life threatening form of allergic reaction that can result in death for the student. **potentially life-threatening allergy (anaphylaxis) to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio).** These students are in various grades and we must all join together to ensure their safety. A student with this condition can be allergic to peanuts, but also to foods such as tree nuts, fish, shellfish, eggs, milk, sesame, soy and wheat as well as insect stings from bees, wasps, latex products and medications.

Parents/guardians of all students are requested to refrain from sending any foods containing peanut/nut products in their children's lunches and snacks. All the students in the school must strictly adhere to the following guidelines:

**I ask respectfully that families cooperate by enjoying peanut/tree nut-containing products at home (please do not send to school).**

1. All foods must be eaten in the classroom – absolutely not outside or on the bus.
2. Food is not to be shared with other students.
3. Utensils are not to be shared with other students.
4. Hands are to be washed before and after eating **with soap and water.** ~~Traces of allergens can get on the bus seats or playground equipment, desks, and personal belongings.~~
5. Dispose of all food refuse properly.
5. ~~Parents/guardians are asked to read labels carefully for the following products that may contain peanuts/nut products or allergens: granola bars, crackers, chocolate bars, cookies, some cereals, any store baked goods or snacks.~~

On behalf of the students and their parents/guardians, I thank you for your co-operation.

Yours in Catholic Education,

Principal

## APPENDIX G

ELEMENTARY & SECONDARY NEWSLETTER INSERT  
[To inform school community about Anaphylaxis]Anaphylaxis Policy

At the beginning of every school year, we remind all students and parents/guardians of our Board's Anaphylaxis Policy.

At [school name] we have Emergency Guidelines, which clearly state what medical procedures must occur for those students who have various life-threatening medical conditions.

We are reminding all students and parents/guardians that we have students in our school who are known to have a potentially life-threatening allergy called Anaphylaxis.

~~Anaphylaxis is a severe life threatening form of allergic reaction. It may begin with severe itching of the eyes or face; a sense of constriction in the throat, then other symptoms such as vomiting, diarrhea and difficulty with breathing may develop. This may lead to coma and death.~~

~~Foods such as peanuts, other nuts, fish, shellfish, eggs, milk, and wheat as well as insect stings from bees and wasps, latex products and medication, are the most common allergens that produce anaphylaxis.~~

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death. While fatalities are rare, anaphylaxis must always be considered a medical emergency requiring immediate treatment.

Symptoms of anaphylaxis generally include two or more of these four body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However, low blood pressure alone (i.e. cardiovascular system), in the absence of other symptoms, can also represent anaphylaxis. Breathing difficulties and low blood pressure are the most dangerous symptoms and both can lead to death if untreated. Anaphylaxis is an unpredictable condition as signs and symptoms can vary from one person to the next and from one episode to another in the same person.

In Canada, the most common food allergens that cause anaphylaxis are: peanut, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts), milk, egg, seafood (fish, shellfish, crustaceans), soy, wheat, mustard and sulphites (a food additive).

Anaphylaxis requires immediate first aid response and immediate medical intervention.

## APPENDIX H

## GENERAL ANAPHYLAXIS EMERGENCY GUIDELINES

1. Administer the epinephrine auto-injector (e.g. EpiPen® ~~first dose of Twinject®~~ **Allerject™**). Don't hesitate. It can be life saving. Note the time the epinephrine auto-injector was administered.

The student should rest quietly. DO NOT SEND THE STUDENT TO THE OFFICE. To give epinephrine auto-injector:

## EpiPen® (Grey safety cap)

- ~~Remove yellow or green cap from carrying case.~~
- ~~Grasp the Auto-Injector with black tip pointing downward.~~
- ~~Pull off grey safety cap.~~
- ~~Place black tip against mid-outer thigh and press firmly until the Auto-Injector activates. (This may be done through light or a single layer of clothing if necessary (no thicker than jeans). A click will be heard.~~
- ~~Hold and Wait for fluid to enter body counting slowly to 10 (10 seconds — an accurate way to count: one one thousand, two one thousand, etc.) and then remove.~~
- ~~Massage injected area for 10 seconds.~~
- ~~Place used auto-injector in case, needle end first and twist cap on.~~

## New EpiPen® (Blue safety cap)

- Flip open the yellow cap of the EpiPen® or green cap of the EpiPen® Jr and remove from carrying case.
- Form a fist around the unit with orange tip point down – needle comes out this end; never put thumb, fingers or hand over orange tip.
- With your other hand pull off blue safety release cap.
- Swing at a 90 degree angle, firmly pushing in (so tip does not slide and unit is activated). You will hear a click. Designed to go through clothing.
- Hold firmly against thigh for approximately 10 seconds to make sure mechanism does not retract needle too soon and all medication is delivered.
- Remove unit from thigh – the orange needle cover automatically extends to cover the used needle.

## First Dose of Twinject®

- ~~Remove from carrying case.~~
- ~~Pull off GREEN end cap #1 to see a RED tip. Never put thumb, finger or hand over the RED tip.~~
- ~~Pull off GREEN end cap #2.~~
- ~~To inject, place RED tip against mid-outer thigh. Press down firmly. Injects through clothes.~~
- ~~Hold against thigh while slowly counting to ten.~~
- ~~Remove auto-injector.~~
- ~~Place used auto-injector in case.~~

**Allerject™**

- **Pull Allerject™ from outer case.**
- **Pull off RED safety guard.**
- **Place BLACK end AGAINST the MIDDLE of the OUTER thigh (through clothing, if necessary), then press firmly and hold in place for five seconds.**
- **Seek immediate medical or hospital care.**

2. HAVE SOMEONE CALL 911 (AMBULANCE) and inform the dispatcher that an individual is

having an anaphylactic reaction.

- The student should be rushed to the hospital by ambulance after administration of epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject® Allerject™~~). Give used epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject® Allerject™~~) to ambulance crew to take to the hospital. Any additional epinephrine auto-injectors (e.g. EpiPens® or ~~first dose of Twinject® Allerject™~~) should accompany the student in case a second injection is required if symptoms persist or recur.
- The time when the first epinephrine auto-injector was administered should be noted so that the second epinephrine auto-injector (e.g. EpiPen® or ~~first dose of Twinject® Allerject™~~) can be administered in 5 to 15 minutes, if symptoms persist or recur. The provision of an adequate number of EpiPens® or ~~Twinject® Allerject™~~ is the responsibility of the parent/guardian.

3. NOTIFY PARENT/GUARDIAN.

4. If the ambulance has not arrived within 5 to 15 minutes and if the reaction continues or worsens, give a second epinephrine auto-injector (e.g. EpiPens® or ~~first dose of Twinject® Allerject™~~) if available.

5. Even if symptoms subside entirely, this student must go to the hospital by ambulance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 22, 2014**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
ELECTRONIC MEETINGS (BOARD AND COMMITTEES  
POLICY (100.8))**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revised Electronic Meetings (Board and Committees) Policy (100.8), as presented.

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Prepared by: John Crocco Director of Education Secretary/Treasurer  
Presented by: John Crocco Director of Education Secretary/Treasurer  
Date: April 22, 2014



**TRUSTEE ELECTRONIC MEETINGS  
POLICY  
(Board and Committees)  
STATEMENT OF POLICY**

Section:	100 - Board
No:	100.8
Adopted:	October 25, 2005
Revised:	

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of openness and transparency and to ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees.

The Board recognizes that there may be occasions when Trustees and Student Trustees are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation in meetings, upon request, through electronic means.

~~It is the policy of the Niagara Catholic District School Board~~ At the request of any ~~Trustee board member or Student Trustee pupil representative~~, the Board shall provide the appropriate technology to ensure that two way communication is available for Trustee participation ~~between all participants in the meeting. member or representative for participating in one or more meetings of the Board, the Committee of the Whole Board, or of a committee of the Board.~~ **A written** Such request shall be made to the Director of Education ~~in writing, a minimum of~~ at least 48 hours (excluding weekends or holidays) prior to the date of the meeting. ~~but not sooner than 10 days prior to the meeting date.~~

Subject to any condition or limitations provided for under the Education Act or under Regulation, a member of the board who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act **and shall be recorded as being in attendance, electronically, in the minutes of the meeting.**

The Director of Education will ~~establish~~ **issue** Administrative Guidelines for the implementation of this policy.

### ***References***

Ontario Regulation 463/97 amended to 268/06  
Education Act (s.208.1; s. 229 (a))  
Board By-Laws (100.1)  
Trustee Code of Conduct Policy (100.12)

	<b>TRUSTEE ELECTRONIC MEETINGS POLICY</b> <i>(Board and Committees)</i> <b>ADMINISTRATIVE GUIDELINES</b>	Section: 100 - Board No: 100.8 Adopted: Revised:
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## DEFINITION

Electronic meetings are meetings of the Board, or its committees, including the Committee of the Whole Board, which utilize either teleconferencing or videoconferencing technology.

Teleconferencing and videoconferencing include telephones, video monitors and web access.

## PROCESS FOR ELECTRONIC MEETINGS

At the written request, received and acknowledged by the Director of Education Secretary/Treasurer, of any Trustee or Student Trustee to participate in a meeting of the Board or a meeting of a committee of the Board, including the Committee of the Whole, through electronic means, appropriate technology will be provided at the Catholic Education Centre to ensure that two way communication is available between all participants in the meeting.

1. The electronic means shall permit the Trustee or Student Trustee ~~member or pupil representative~~ to hear and be heard by all other participants in the meeting.
2. The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.
3. During meetings that are closed to the public, Trustees who are participating in the meeting through electronic means will ensure that confidentiality is maintained at all times.
4. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board Committee about their intentions to leave the meeting whether on a temporary or permanent basis.
5. ~~Pupil representatives~~ Student Trustees who are participating in closed meetings through electronic means shall ~~not only~~ participate in ~~any all~~ proceedings with the exception of those that are closed to the public under clause 207 (2) (b) ~~in accordance with~~ of the Education Act.
6. ~~On specific occasions, the Board and/or the Director of Education may authorize that the public may be invited to participate in meetings or classes of meetings through electronic means. All rules and legislation pertaining to "In Camera" and Public and Closed meetings shall apply.~~
7. At every meeting of the Board or the Committee of the Whole ~~Board~~, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
  - The Chair of the Board or his/her designate;
  - At least one additional member of the Board; and
  - The Director of Education or his/her designate.

8. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
  - The Chair of the Committee or his/her designate
  - The Director of Education or his/her designate
9. ~~When the requirements outlined in paragraphs 8 and 9 above cannot be met, the Board may refuse to provide a member with electronic means of participation in a meeting of the Board, or a meeting of any other committee of the Board, where to do so is necessary to ensure compliance.~~ If it is not possible for the required persons (as outlined in 7 and 8) to be physically present at the meeting, the request for an electronic meeting shall be refused.
10. The meeting room of the Board or of a committee of the Board, ~~as the case may be,~~ shall be open to permit physical attendance by members of the public at every meeting of the Board or of ~~the~~ a **C**ommittee of the Board, where the meeting is not closed to the public.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 22, 2014**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
STUDENT TRANSPORTATION POLICY (500.2)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the revised Student Transportation Policy (500.2), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance  
Presented by: Giancarlo Vetrone, Superintendent of Business & Finance  
Recommended by: John Crocco, Director of Education Secretary/Treasurer  
Date: April 22, 2014

	<b>STUDENT TRANSPORTATION POLICY</b>  <b>STATEMENT OF POLICY</b>	Section:	500 – Auxiliary Services
		No:	500.2
		Adopted:	March 27, 2007
		Revised:	June 15, 2010

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in accordance with the *Education Act*, school boards may provide home-to-school or school-to-school transportation to for their students who are resident pupils within the Board's jurisdiction. or control. In all cases (other than those situations specified in the *Education Act*), transportation is a privilege, not a right, and it may be withdrawn at any time.

### Eligibility

Transportation may be provided for elementary and secondary school students when the walking distance from the student's residence to their home school is equal to or greater than the distance listed below:

Grade Level	Kilometers
<del>Junior Kindergarten – Senior Kindergarten</del> ELKP	.80
Grades 1 - 8	1.60
Grades 9 - 12	2.50

All distances referenced shall be the shortest walking route, measured from the point at which the laneway or driveway of the student's residence joins the roadway to the nearest roadway or pathway/sidewalk entrance to the school property.

The distance from a student's residence to the bus pickup or discharge location shall not exceed the transportation eligibility distances.

Where a student encounters safety hazards on his/her walk to school with the approval of the Family of Schools Superintendent of Education and the Executive Director of Niagara Student Transportation Services, consideration may be given to providing appropriate transportation for the student.

Transportation may be provided to students with ~~exceptional~~ special education needs, with the approval from the authorized department of the Family of Schools Superintendent of Education and the Superintendent of Education – Special Education.

Transportation may be provided to students, who attend a school other than their home school for approved program attendance, with the approval from the authorized department of the Family of Schools Superintendent of Education and the Superintendent of Education – Program.

Every effort will be made to keep student transportation time from home to school at a reasonable level. Whenever possible and practical, the transportation time is not expected to exceed one hour.

In situations where a student does not qualify for transportation under the Board's normal eligibility criteria, it is the parent's responsibility to ensure that their child gets to and from school safely.

The Director of Education, in consultation with the Niagara Student Transportation Services (NSTS) Consortium, will issue Administrative Guidelines in conjunction with this policy for the implementation of this policy.

### References:

- *Education Act, R.S. 1990, c.E.2 S.190*
- *Accessibility Standards Policy (800.8)*
- *Niagara Student Transportation Services Consortium*
- *Admission of Elementary and Secondary Students Policy (301.1)*
- *Transportation and School Operations for Inclement Weather Policy (500.1)*
- *Educational Field Trips Policy (400.2)*

	<b>STUDENT TRANSPORTATION POLICY</b>  <b>ADMINISTRATIVE GUIDELINES</b>	Section:	500 – Auxiliary Services
		No:	500.2
		Adopted:	March 27, 2007
		Revised:	September 29, 2008

## **RESPONSIBILITIES FOR THE SAFETY OF STUDENTS (Revised Location in AG)**

Parents should be aware of the Transportation Policy of the Board and of its related Administrative Guidelines and Procedures. **Where a student is eligible for transportation it is the responsibility of the parents:**

- a. To make appropriate arrangements for the safety of their children while they travel from home to school on foot or by other means;
- ~~b. To ensure that the student is adequately supervised while walking to and from school, where a student is not eligible for transportation;~~
- b. To ensure that the student is adequately supervised while walking to and from the bus-designated stops, where a student is eligible for transportation.**
- c. To explain and reinforce the expected behaviour of their children at the designated stop and on the bus.**
- d. To develop and review a plan for their children if they miss the transportation service arranged for them.**
- e. To notify the school of any pick-up or drop-off location that differs from their home address and any health conditions of their children that may require immediate medical attention.**

## **TRANSPORTATION – HAZARDS**

Hazards are assessed by Niagara Student Transportation Services annually according to set criteria, in consideration of parental responsibilities and with careful attention to consistency across Niagara.

## **TRANSPORTATION – MEDICAL CONDITIONS**

Students, with special medical conditions **that are debilitating and of a long-term nature, and that are as documented by a physician, will be provided with transportation as required approved by the Family of Schools Superintendent of Education.**

## **TRANSPORTATION OF STUDENTS WITH ~~EXCEPTIONAL~~ SPECIAL EDUCATION NEEDS**

Transportation for students with ~~exceptional~~ **special education** needs will be provided in accordance with the following criteria.:

- a. The ~~Student Support Services'~~ **Special Education** Department, in consultation with the school **Principal** and Niagara Student Transportation Services (NSTS), will determine if a student with special needs requires special transportation that is not the regular bussing provided by the Board. ~~In all cases, staff from the Student Support Services' Department will obtain approval from the Program Officer for Special Education~~ **Superintendent of Education – Special Education.**

## **DRAFT**

- b. The safety of a student with special needs will be a factor when considering alternative transportation arrangements.
- c. Students, with special medical conditions **that are debilitating and of a long-term nature, and that are** as documented by a physician, will be provided with transportation as ~~required~~ **approved by the Family of Schools Superintendent of Education.**
- d. Students enrolled in a Special Education Class, that is unavailable at the student's home school, will be provided with transportation **with the approval of the Superintendent of Education - Special Education.**
- e. When no such specific education program is involved, parents are responsible for providing transportation for students with special needs attending a school that is outside of their school area.
- f. One school week is required to implement special transportation arrangements.

### **EARLY LEARNING KINDERGARTEN PROGRAM STUDENTS:**

- a. Transportation for Early Learning Kindergarten Program (ELKP) students will be provided on the regular morning and afternoon routes.
- b. When a student is eligible for transportation, parents are responsible for the safety of their child at the designated pick-up and drop-off stop location including being present at the stop location to assist their child on and off of the bus.

### **TRANSPORTATION OF STUDENTS ~~FROM SCHOOL TO SCHOOL~~ FOR PROGRAM ATTENDANCE**

Students enrolled in the following educational programs that are unavailable at the student's home school, will be provided ~~The Board will provide~~ with home to school or school to school transportation ~~with respect to the following educational programs, as approved by the appropriate Superintendent:~~

- a. Eucharistic and Liturgical Programs
- b. ~~Spiritual Centre Outdoor Education Programs~~ **Journey Retreat**
- c. Cyberquest ~~Studio~~ Programs
- d. Alternative Co-operative Education Programs
- e. Apprenticeship Preparation Courses
- f. **French Immersion for inbound students within their Family of Schools**
- g. **Identified Specialist High School Major Programs**
- h. **Learning Strategies and Social Skills Programs**

In accordance with the Boards Admission of Elementary and Secondary Students Policy when no such approved educational program is involved, parents are responsible for providing transportation for students attending a school that is outside of their school area.

## **TRANSPORTATION OF STUDENTS TO SUMMER SCHOOL**

Transportation may be provided for students who are authorized to attend secondary school summer courses, as approved by the ~~appropriate~~ Superintendent of Education – Continuing Education. The summer school routes cover a large geographic area with central pick-up and drop-off stop locations and it is the responsibility of the student to report to the designated stop location.

## **TRANSPORTATION OF STUDENTS ON FIELD TRIPS**

Transportation may be provided ~~and funded by the school~~ for students who are authorized to participate in field trips organized by the school, in accordance with ~~the related approved procedures.~~ Board's Educational Field Trips Policy.

## **TRANSPORTATION OF STUDENTS ON “LATE BUSES”**

In order to facilitate the participation of students in ~~extra~~ co-curricular activities, the Board will endeavour to provide transportation ~~“late bussing”~~ for students who reside in rural areas which are distant from the school. The “late bus” routes cover a large geographic area with central pick-up and drop-off stop locations.

## **RESPONSIBILITIES OF STUDENTS**

Students shall be made aware of the following expectations regarding behaviour on buses and taxis at the beginning of each school year. It is the responsibility of ~~the~~ all students:

- a. To avoid anything which might disturb the driver or interfere with the safe operation of the vehicle;
- b. To exercise care, caution, good manners and consideration for others;
- c. To refrain from throwing articles inside the bus or out a window;
- d. To obey promptly the instructions of the driver and school patrollers;
- e. To refrain from smoking, drugs and alcohol;
- f. To refrain from using obscene language;
- g. To keep all parts of the body inside the vehicle at all times;
- h. To remain seated at all times;
- i. To be aware of the fact that misbehaviour on buses may result in suspension or loss of transportation privileges.

## **RESPONSIBILITIES OF THE BUS DRIVERS**

Bus drivers shall adhere to applicable laws, regulations and Board Ppolicies. It is the responsibility of the drivers:

- a. To be courteous, kind but firm and above reproach at all times;
- b. To maintain control over the students riding in the vehicle at all times;
- c. To exercise due care and precaution at all times;

- d. To ensure that all students have left the bus before considering the route complete;
- e. To maintain consistent pick-up and discharge **locations and** times and to refrain from changing the bus routes without the approval of the Board;
- f. To refrain from smoking inside the vehicle or on the Board's property;
- g. To dress in a suitable and acceptable manner;
- h. To issue a warning to a student who violates the student bus expectations;
- i. To report to the school Principal, in writing, the name of any misbehaving student, the nature of the misbehaviour and any specific action taken.
- ~~j. To avoid carrying their own under school age children on their school bus without Board approval.~~
- k.j. To respect and secure confidential route and student information provided to perform the transportation service.**

### **RESPONSIBILITIES OF PRINCIPALS**

Principals are responsible for the care and well-being of the students while they are being transported **on approved vehicles**. It is the responsibility of the Principals:

- a. To investigate thoroughly all reported misbehaviour on school vehicles;
- b. To discipline and, if necessary, withdraw or suspend transportation privileges;
- c. To inform parents personally by telephone, and confirm in writing, the details of the disciplinary problem and the action taken;
- d. To encourage and support the use of bus safety education programs for students such as are provided by the Board, bus operators and area police services;
- e. To provide adequate supervision arrangements for the loading and unloading of buses and taxis at their respective schools and be available should a problem arise during the runs;
- f. To notify the parents in writing if a student misbehaves on the bus and inform the parent that further offences may result in the student losing bus riding privileges.
- g. To encourage and support the use of student transportation safety education programs available through NSTS and transportation operators.**
- f.h. To keep student data up to date in the Board's student database, including pick-up and drop-off locations and health related conditions that may require immediate medical attention.**

### **RESPONSIBILITIES OF NIAGARA STUDENT TRANSPORTATION SERVICES**

Niagara Student Transportation Services (NSTS) is responsible to plan and administer services in accordance with applicable legislation, regulations and Board Policy, Administrative Guidelines. It is the responsibility of NSTS:

- a. To arrange transportation for students within a reasonable amount of time, with due care for safety and in consideration of students with exceptional needs.
- a.b. To ensure the safety of students including consistent pick-up and drop-off stop locations, maintain accurate route manifests, support resolving bus safety and behaviour concerns and to communicate health related conditions of students that may require immediate medical attention.

## **OPERATION OF SCHOOL BUSES TRANSPORTATION VEHICLES**

Transportation services may be provided to eligible students using contracted school buses, taxis or through services provided by a Public Transit Commission. All transportation agreements for home to school and school to school service will be held between NSTS and the service operator.

Where possible, bus stops should be located where the driver has a clear view of the road in both directions for at least 150 metres. ~~(500 feet)~~. Where possible, bus stops should not be located on a steep grade, brow of a hill, or on a blind curve. Students shall not be discharged on a road or highway until all traffic has come to a complete stop.

At no time shall the number of passengers in any vehicle exceed the capacity for which the vehicle has been licensed by the Ministry of Transportation. Students are not permitted to stand on school buses as a result of a lack of seating spaces (other than for a few start-up days when passenger loads are being assessed and adjusted).

~~Unless a vehicle is standing in a bus loading zone or bus stop, pupils shall not be discharged on a road or highway until all traffic has come to a complete stop.~~

Where it is possible and practical, there shall be co-operation and co-ordination of services with other school boards or private schools in the transportation of elementary and secondary school pupils.

## **EQUIPMENT AND OTHER ITEMS ON TRANSPORTATION VEHICLES**

Where equipment or other items are transported, it is important to ensure that the centre aisle be kept clear in case of an emergency and a quick exit is required. In the interest of student safety, only certain equipment is permitted on school vehicles, as follows:

- a. ~~Only m~~Musical equipment in cases shall be transported and shall be kept on the students' lap or under the seat, if possible.
- b. Ice skates shall have the blades covered and be tied together or carried in a sports bag. They shall be kept on the floor under the student's seat.
- c. Sports equipment such as skis, poles and skateboards shall not be allowed on the bus.
- d. Program related items shall be transported if special arrangements have been made in advance between the Principal (or designate) and the driver.
- e. Animals, birds, firearms, explosives, water pistols and any items that may interfere with the safe operation of the bus are not allowed.

In case of a dispute, the final decision as to what shall or shall not be transported rests with Niagara Student Transportation Services.



## **~~HANDLING OF CONCERNS~~ COMPLAINT RESOLUTION PROCESS**

In accordance with the Board's Complaint Resolution Policy, ~~e~~Every effort shall be made to investigate concerns while recognizing the need for the efficient and safe transportation of students in compliance with the Board's ~~regulations and procedures~~ Policies and Administrative Guidelines.

Concerns by parents are to be processed in accordance with the following procedures:

- a. Concerns should be directed initially to the school Principal.
- b. If the concerns are not resolved at the school level, the parent shall be directed to contact Niagara Student Transportation Services.
- c. **In accordance with the Board's Complaint Resolution Policy** If the concerns are still not resolved, the parent will be requested to contact the appropriate Superintendent of Education for further consideration.

All concerns shall be addressed in a timely manner. The Principal, NSTS and Superintendent of Education will acknowledge the receipt within 24-hours to the person with whom the concern originated. The investigation and resolution process may take longer than 24-hours depending on the nature of the concern.

## **EXCEPTIONS TO ADMINISTRATIVE GUIDELINES**

All exceptions to the Administrative Guidelines criteria must be made by application to NSTS and approved by the appropriate Superintendent of Education. If an additional cost is projected, the Superintendent of Business and Financial Services and Family of Schools Superintendent of Education will be required to approve the request.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 22, 2014**

**TITLE: POLICIES – PRIOR TO VETTING  
REIMBURSEMENT OF TRAVEL EXPENSES POLICY (201.4)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance  
Presented by: Giancarlo Vetrone, Superintendent of Business & Finance  
Recommended by: John Crocco, Director of Education Secretary/Treasurer  
Date: April 22, 2014



## REIMBURSEMENT OF TRAVEL EXPENSES

### STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.4
Adopted:	December 22, 1998
Revised:	<del>September 1, 2008</del> April 7, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board shall provide reimbursement to personnel for reasonable travel expenses incurred while on Board approved business. The Board is committed to ensuring travel reimbursement expenses are associated with employee's duties and continue to maximize benefits to the Board of approved travel expenses to eligible employees for travel on Board business.

The Director of Education will issue ~~a~~ Administrative Guidelines for the implementation in support of this ~~P~~ policy.



## REIMBURSEMENT OF TRAVEL EXPENSES

### ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.4
Adopted:	December 22, 1998
Revised:	<del>September 1, 2008</del>

## EMPLOYEES ELIGIBLE FOR REIMBURSEMENT

Travel cost reimbursements will be paid to eligible employees for travel on approved Board business to various destinations, as follows:

1. Employees ~~travelling scheduled~~ between work sites, according to Board approved assignments.
- ~~2. Employees travelling to meetings as members of Board approved committees.~~

~~Employees travelling to meetings convened by the Director and Superintendents.~~

- ~~3.2.~~ Employees travelling within the Board's jurisdiction on business, with the approval of their Supervisor.
- ~~4.3.~~ Employees travelling outside the Board's jurisdiction, with the approval of their Supervisor.

## TRAVEL ELIGIBLE FOR ~~REIMBURSEMENT~~ REIMBURSEMENT (~~Only eligible for reimbursement within the current school year~~)

- ~~1. All travel at the start of day and end of day between home and base~~ any Niagara Catholic work site is the responsibility of the employee. ~~except on weekends.~~
- ~~2. All travel costs between Niagara Catholic work sites are eligible for reimbursement when an employee is scheduled for two assignments on the same day.~~
- ~~4.3. Employees that accept a second non-scheduled assignment during their work day cannot be reimbursed for travel expense to the next assignment.~~
- ~~2.4.~~ All distances claimed for reimbursement will be determined by the shortest route. A schedule of predetermined distances between school sites will be provided.

~~During work days, eligible employees will be reimbursed for the distance actually travelled each day from home to the various destinations, less the distance from home to base. Notwithstanding the foregoing, travel in the evening to the Board office or other sites on approved Board business is also eligible for travel reimbursement, unless the individual is paid overtime.~~

- ~~3.5.~~ During weekends, with the approval of their Supervisor, eligible employees will be reimbursed for the distance actually travelled on Board business, unless the individual is paid overtime.
- ~~4.6. Please Note:~~ Employees participating in full day conferences, meetings, workshops or general activities organized within the Niagara Region will not be eligible for travel reimbursement. The location of the conference, meeting, workshop or general activity will be designated as the temporary home base Niagara Catholic site for the duration of the activity.

## **GENERAL PROCEDURES**

- ~~1. Each eligible employee will be assigned to a base by his Superintendent and / or Supervisor.~~
- ~~2. Eligible employees must indicate the distance from home to base in kilometres.~~

~~Quick stops and/or deliveries on the way home or on the way to work are not considered destinations.~~

## **RATE OF REIMBURSEMENT**

1. The rate of reimbursement shall be 45 cents per kilometre, effective September 1, 2008.
2. The rate of reimbursement shall be reviewed by the Director of Education at least every two years\*.
3. The Director, in consultation with Senior Staff, shall arrive at a rate for travel reimbursement after considering other rates in school boards, regional, municipal and Ontario government offices. A report on any changes in rate shall be forwarded to the Committee of the Whole and/or the Board for information.

## **REIMBURSEMENT PROCEDURES**

Eligible employees will be reimbursed at the approved rate, as follows:

1. The **Reimbursement of Travel Expenses Form** is to be completed and signed by the eligible employee.
2. The Reimbursement of Travel Expenses Form is to be signed by the eligible employee's Supervisor/Superintendent and then forwarded to the appropriate Superintendent/ Controller of ~~Plant~~Facilities Services.
3. The Reimbursement of Travel Expenses Form ~~is to~~shall be submitted on a monthly basis within the current school year.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
APRIL 22, 2014**

**TITLE: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE**

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The Policy and Guideline Review 2013-2014  
Schedule is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: April 22, 2014

# POLICY AND GUIDELINE REVIEW SCHEDULE

JANUARY - JUNE 2014

Updated: March 24, 2014

<b>SORTED BY POLICY COMMITTEE MEETING DATE</b>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2007		100.9	Advocacy Expenditures	Apr. 2014
1998	2010	302.1	Anaphylaxis	Apr. 2014
2005		100.8	Electronic Meetings (Board and Committees)	Apr. 2014
2007	2010	500.2	Student Transportation	Apr. 2014
<b>NEW</b>		<b>NEW</b>	Anti-Spam (Interim)	May 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	May 2014
2006		201.13	Sexual Misconduct	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	May 2014
<b>NEW</b>		<b>NEW</b>	Use of Corporate Logo	May 2014

2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Sept. 2014
<b>NEW</b>		<b>NEW</b>	Anti-Spam (Interim)	Sept. 2014
<b>NEW</b>		<b>NEW</b>	Concussions (prior to January 2015)	Sept. 2014

<b>SORTED BY CW/BOARD MEETING DATE</b>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998		701.1	Architect Selection	Apr. 2014
2007		100.9	Advocacy Expenditures	May 2014
1998	2010	302.1	Anaphylaxis	May 2014
2005		100.8	Electronic Meetings (Board and Committees)	May 2014
2007	2010	500.2	Student Transportation	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	Jun. 2014
2006		201.13	Sexual Misconduct	Jun. 2014
<b>NEW</b>		<b>NEW</b>	Use of Corporate Logo	Jun. 2014
<b>NEW</b>		<b>NEW</b>	Anti-Spam (Interim)	Oct. 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Oct. 2014

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD -POLICIES	Resp
<b>Sorted by Revision Date</b>				
<b>Updated: March 3, 2014</b>				

1998	2008	201.4	Reimbursement of Travel Expenses	GV
2007	2008	800.4	Volunteer Recognition	JC
2009	2009	800.1	Accessibility Customer Service	LAFS
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS
2009	2009	301.8	Safe Physical Intervention with Students	LAFS
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
2001	2009	302.4	Volunteer Driver	YB
1997	2010	100.1	Board By-Laws	JC
2010	2010	100.1	Equity and Inclusive Education	YB
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
2010	2010	800.6	Facility Partnerships	SW
1998	2010	600.3	Monthly Financial Reports	GV
2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
1998	2010	701.2	Pupil Accommodation Review	SW
2010	2010	100.10.1	Religious Accommodation	YB
1998	2010	201.2	Retirement & Service Recognition Celebration	FI
1999	2010	302.3	Safe Arrival	FI
2010	2010	100.12	Trustee Code of Conduct	JC
2010	2010	100.11	Trustee Honorarium	JC
1998	2011	800.3	Complaint Resolution	JC
2002	2011	201.11	Employee Workplace Violence *	FI
2011	2011	400.6	Environmental Stewardship	SW
2005	2011	302.7	Nutrition	YB
2002	2011	201.6	Occupational Health & Safety *	FI
1998	2011	600.1	Purchasing/Supply Chain Management	GV
1998	2011	600.2	Records and Information Management	JC
2011	2011	301.11	Student Fees	YB
2011	2011	100.13	Trustee Expenses & Reimbursement (Interim)	JC
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB
1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
1998	2012	301.3	Attendance Areas	SW
2012	2012	701.5	Bottled Water	LAFS
1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
2001	2012	400.3	Christian Community Service	ML
2012	2012	302.8	Diabetes Management	YB
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
1998	2012	800.5	Education-Based Research	LAFS
2006	2012	201.12	Electronic Communications Systems (Employees)	MC
2006	2012	301.5	Electronic Communications Systems (Students)	MC
2012	2012	302.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
2012	2012	201.17	Employee Code of Conduct & Ethics	FI
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
2002	2012	201.7	Employee Workplace Harassment *	FI
2002	2012	301.4	Fundraising	GV
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
1998	2012	702.1	Playground Equipment	SW
2001	2012	302.5	Student Parenting	ML
1998	2012	100.4	Student Trustees	JC



Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD -POLICIES	Resp
<b>Sorted by Revision Date</b>				
<b>Updated: March 3, 2014</b>				

2003	2013	400.5	Acceleration/Retention (Elementary)	ML
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
2012	2013	800.8	Accessibility Standards	YB
1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework Policy	LAFS
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
1998	2013	800.1	Catholic School Councils	LAFS
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
1998	2013	800.2	Community Use of Facilities	SW
1998	2013	400.1	Continuing Education	FI
2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
2002	2013	201.5	Death Benefit	FI
2002	2013	201.1	Deferred Salary Plan (X/Y)	FI
1998	2013	400.2	Educational Field Trips	ML
2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
1998	2013	201.1	Employee Leaves of Absence	FI
2007	2013	201.14	Employee Meals & Hospitality	GV
2013	2013	203.4	Leadership Pathways	FI
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
2001	2013	302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	LAFS
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
2001	2013	302.6	Safe Schools	LAFS
2013	2013	100.6.2	Student Senate - Elementary	JC
2000	2013	100.6.14	Student Senate - Secondary	JC
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
2002	2013	701.3	Video Security Surveillance	SW
2013	2013	800.9	Volunteering in Catholic Schools	FI
2007	2014	600.5	Advertising Expenditures	GV
1998	2014	701.1	Architect Selection	SW
2012	2014	201.16	Attendance Support Program	FI
2006	2014	301.7	Ontario Student Record (OSR)	ML
1998	2014	201.3	Religious Education Courses for Staff	FI
2006	2014	301.6	School Generated Funds	GV
2007	2014	100.9	Advocacy Expenditures	GV
1998	2014	302.1	Anaphylaxis	YB
2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
2006	2014	201.13	Sexual Misconduct	FI
2007	2014	500.2	Student Transportation	GV
NEW	NEW	NEW	Anti-Spam	JC
NEW	NEW	NEW	Concussion	ML
NEW	NEW	NEW	Use of Corporate Logo	JC

**\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW**

**POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A**

**PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS**